

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER —
EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN,
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION,
AGE OR SEXUAL ORIENTATION.



OPEN EXAMINATION ACCOUNTANT TRAINEE California Department of Social Services SPOT - SACRAMENTO

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

POSITIONS EXIST Sacramento only

WHO SHOULD APPLY

Persons who meet the minimum qualifications as stated. This is an open examination. Applications will NOT be accepted on a promotional basis. Career credits will not be granted.

HOW TO APPLY

Applications (Form STD 678) will be accepted, **IN PERSON ONLY**, on **TUESDAY, NOVEMBER 8, 2005**, between **8:00 a.m and 4:00 p.m.** Bring a completed application to:

California Department of Social Services
1st Floor Lobby Area
744 P Street (enter building on side facing P Street)
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

APPLICATIONS MUST BE DELIVERED IN PERSON DURING THE DATE AND TIME SPECIFIED ABOVE. APPLICATIONS RECEIVED ON ANY OTHER DATE OR TIME WILL NOT BE ACCEPTED FOR ANY REASON.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

REQUIRED IDENTIFICATION

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SALARY RANGE

\$3027 - \$3505 Monthly

WRITTEN TEST DATE

It is anticipated that the written test will be scheduled on **DECEMBER 10, 2005** in Sacramento only. **No reschedules or makeups will be allowed.**

QUALIFICATION APPRAISAL INTERVIEW

It is anticipated that interviews will be held during **JANUARY/FEBRUARY 2006** in Sacramento only. **No reschedules or makeups will be allowed.**

S E E R E V E R S E S I D E F O R A D D I T I O N A L I N F O R M A T I O N

ACCOUNTANT TRAINEE
JL35-4179

FILE IN PERSON DATE:
WRITTEN TEST DATE:
EXAM CODE:

NOVEMBER 8, 2005
DECEMBER 10, 2005
5BP35

ACCOUNTANT TRAINEE**BULLETIN RELEASE DATE: OCTOBER 26, 2005**
FILE IN PERSON DATE: NOVEMBER 8, 2005
WRITTEN TEST DATE: DECEMBER 10, 2005**ELIGIBLE LIST
INFORMATION**

The list will be abolished 12 months after it is established unless the need of the service and conditions of the list warrant a change in this period.

**REQUIREMENTS
FOR ADMITTANCE
TO THE
EXAMINATION**

NOTE: All applicants must meet the minimum qualification requirements for this examination by the written test date. It is your responsibility to make sure you meet the minimum qualifications requirements stated. Your signature on your application indicates that you read, understood, and possess the basic qualifications required.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience.

**MINIMUM
QUALIFICATIONS****EITHER I****EDUCATION:**

Equivalent to graduation from college, with specialization in accounting. (Registration as a Senior Student in a recognized institution will admit applicants to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

OR II

Completion of a prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting and business law.

Or III

Completion of the equivalent of 19 semester hours of course work; 16 hours of which shall be professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.

(Persons who will complete course work requirements outlined under II and III above during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

Note: Application must contain the following information on all accounting, auditing, business law, and related courses completed: the course title, number of semester or quarter credits granted, name of institution and completion date. All course work and/or degrees used to meet educational requirements must have been earned from an accredited institution. All applications which do not contain complete educational information and/or transcript will be rejected. The requirement for "Equivalent to graduation from college" means a Bachelor's degree from an accredited college or a letter from the college or university stating the applicant has met all of the academic requirements for graduation.

**SPECIAL
PERSONAL
CHARACTERISTIC**

Ability to qualify for a fidelity bond.

(CONTINUED ON NEXT PAGE)

**POSITION
DESCRIPTION**

This is the entry and trainee level in the professional accounting series. Under close supervision from a higher level professional accountant, as a learner, incumbents perform professional accounting work in the establishment and maintenance of accounts and records while receiving training; learn agency activities; and develop interpersonal skills by contact with program personnel and control agencies in fiscal control activities.

**EXAMINATION
INFORMATION**

This examination will consist of a written test weighted pass/fail and a qualifications appraisal interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THEIR SCHEDULED EXAMINATION COMPONENTS WILL BE DISQUALIFIED.

WRITTEN TEST — PASS/FAIL**Scope****A. Knowledge of:**

1. Basic Accounting Principles, Practices, and Procedures.
2. Governmental, Cost, and Electronic Data Processing Accounting.
3. Analysis of Accounting.

**QUALIFICATIONS APPRAISAL INTERVIEW
WEIGHTED 100%****Scope****A. Knowledge of:**

1. Accounting principles and procedures.
2. Governmental accounting and budgeting.
3. The uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations.
4. Principles of business management, including office methods and procedures.
5. Principles of public finance.
6. Business Law.

B. Ability:

1. Apply accounting principles and procedures.
 2. Analyze data and draw sound conclusions.
 3. Analyze situations accurately and adopt an effective course of action.
 4. Prepare clear, complete, and concise reports.
 5. Make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget.
 6. Establish and maintain cooperative relations with those contacted in the work.
 7. Communicate effectively.
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**VETERANS
PREFERENCE
INFORMATION**

Veterans preference points will be added to the final score of all competitors in this examination who qualify for, and have requested these points, and who are successful in the examination. Directions for applying for veterans' preference points are provided on the Veterans Preference Application form (SPB 1093), which is available from the State Personnel Board or CDSS.

GENERAL INFORMATION

Americans with Disabilities Act, Title II: The California Department of Social Services (CDSS) is committed to a strong policy of equal employment opportunity. To this end, CDSS does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDSS on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request.

It is the candidate's responsibility to contact the California Department of Social Services three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the California Department of Social Services, Personnel Bureau, at (916) 657-1762 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The California Department of Social Services and the State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Criminal Record Clearance Information: Some positions, within various divisions of the California Department of Social Services, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

Mock Oral Interviews: Questions regarding mock oral interviews should be directed to the California Department of Social Services, Equal Employment Opportunity (EEO) Office at (916) 657-2326. Candidates must contact the EEO Office within 21 days of the final filing date for this examination to discuss mock oral interviews.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: California law allows granting of veterans preference points in open entrance examinations and open nonpromotional examinations. Credit in open entrance examinations is granted as follows: ten (10) points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and fifteen (15) points for disabled veterans. Directions for applying for veterans preference points are on the Veterans Preference application form (1093) which is available from the State Personnel Board, written test proctors, and the Department of Veterans Affairs, P.O. Box 94289, Sacramento, CA 94295-0001.

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
744 P STREET
SACRAMENTO, CA 95814

If deaf or hearing impaired, call the California Relay Service - From TDD phones: 1-800-735-2929
1-800-735-2922

TTY telephone number: Sacramento (916) 653-5457

TTY is Telecommunications Typewriter and is reachable only from phones equipped with a TTY/TDD Device.